

Swavesey Parish Plan Group

Minutes of the fourth steering group meeting
Thursday 17th May 2007

1. Apologies for absence were received from – Helen Porter, Steve Boylan, John Jullien, Nick Dennis, Melanie Baker.
2. Those present, Alan Morris, David Whiter, Derek Rata, Gillian Hunter, John Pook, Abi Edwards.
The Previous minutes were agreed.

3. Matters Arising

Melanie Baker has passed details of the grants available from 'Awards for all'.

Nick Dennis has prepared a report for the forthcoming Meridian. Alan was able to confirm its inclusion.

Linda Miller has prepared and sent a financial report to Cambridge Acre – Derek Rata has a copy.

John displayed the plans of the Parish and publicised the work of the group at the Library open Day.

4. Reports from the three working groups.

- Document Group – comprises David Whiter (convenor), Naomi Laredo, Steve Boylan. See the second report of the group below which formed the basis of their report to the meeting

The group has considered possible formats, and has submitted a proposal for the format. It would include a Village Profile and Responses to the Consultation questionnaire, and would aim to keep the Report to about 40-45 pages. It reflects the departmental structure of the District and County Councils.

The group will recommend three or four of the better reports to the Village Profile and Consultation groups, and pass on the CDs that contain them.

The group proposes that information should be handled electronically, and for universality and ease of manipulation we recommend Word, Excel and JPEG or bitmap. This would allow material to be edited, backed up and circulated. Naomi Laredo is preparing guidelines for this.

Data protection would be cumbersome if responses could be linked to individuals. Responses to the Consultation should be anonymous

Once the format of the Report is established, the Action Plan can be developed with the Village Profile and Consultation groups with a more detailed look at the contents and process.

A programme with dates can also be developed with the Profile and Consultation groups.

These will help coordinate material that goes into the public domain to ensure continuity, so that the material is consistent.

The meeting agreed the proposed report format previously circulated by David.

- Village Profile group – comprises Derek Rata (convenor) Alan Morris, John Jullien. Work Continues. Derek is to liaise with David to consider the village profile element of the report. Alan suggested two new sources to inform the village profile – The Conservation Report, and History on Line.
- Consultation Group – Comprises Lynsey Newberry (convenor), John Pook, Steve Boylan (primary school) Gillian Hunter (Village College, youth).
Gillian reported on progress with her 'Inside Stories Project' , and the work of the Youth Forum - the project team will apply for funding in June, with a meeting in July, confirmation of funding in August and a start in September.
She confirmed that the Environment and Global Studies Centre is the second stage of specialist science status at the Village College. It will focus on the school and community with an IT emphasis, a cyber café, a focus on the environment, and carbon footprint, and including AS level courses. John agreed to write to Martin Bacon to find out how we can link to this project and to the new community space planned at the college.

John has established initial contact with the WI, Over Fifties, British Legion, The Meridian Club, The Over Cricket Club, Swavesey Bridleway Group, The Swavesey Surgery, The PCT, and the Addenbrookes Trust. John has been invited to the next WI meeting to make a short presentation and to elicit their input to the plan. He will also co-ordinate the input from the Parish Council as to the issues they would wish the plan to address. Agreed we should include Over Surgery in our consultation.

John has met with Lynsey to update her on the information we have. David Whiter will arrange to meet Lynsey to co-ordinate their approaches,

Derek Rata is keen to use his business experience and be involved in consulting local businesses. John Jullien will also help.

John is meeting with Steve Boylan prior to his contact with the Primary School and will continue the process of contacting other clubs and societies.

5. A.O.B.

There is a need for a further report for the Meridian by the end of June.

6. Next Meeting

A number of people had difficulty attending this meeting. John will seek suitable days for a meeting week beginning June 11th.